FilmL.A., Inc.
1201 W. 5th Street, Suite T-800
Los Angeles, CA 90017
t: (213)977-8600 - f: (213)977-8601
www.filmla.com

## Summary Information

**Permit No:** F00058126 **Type of Permit:** FILMING **Release Date:** 11/07/2012

**Production Company** LOYOLA MARYMOUNT UNIVERSITY

**Insured Company Name** LOYOLA MARYMOUNT UNIVERSITY

Contact Phone No. 1 310-338-2700
Contact Phone No. 2
Fax
Address One LMU DR
Los Angeles, California 90045

**Production Title** ROBOT

**Type of Production** Student

**Producer** n/a n/a

**Director** Justin Lee

**1st AD** n/a n/a

**Production Manager** n/a n/a

**FilmL.A. Coordinator** Virginia Quiroz

**Location Manager** Justin Lee
Primary Phone Mobile - 415-272-7072
Secondary Phone

**Location Assistant** n/a n/a
Primary Phone Mobile - n/a
Secondary Phone

### Fees

FILMLA STUDENT PERMIT FEE SIMPLE $25.00

**Total Permit Fee** $25.00

**Number of Locations** 1

NOT A PERMIT

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## Summary Information — Location



| | | | |
|---|---|---|---|
| **Permit Number** | F00058126 | **Location Manager** | Justin Lee |
| **Production Company** | LOYOLA MARYMOUNT UNIVERSITY | Primary Phone | Mobile - 415-272-7072 |
| **Insured Company** | LOYOLA MARYMOUNT UNIVERSITY | Secondary Phone | |
| **Production Title** | ROBOT | | |

**Location Address** 7000 W Manchester Ave, Los Angeles, CA, 90045

**Location Name** WESTCHESTER PARK

**Location Type** Park

**Film Dates** 11/10/2012 - 11/11/2012 10:00 - 18:00 2 days

**Open or Closed to the Public** Open

**Generic Conditions**
All vehicles must be parked on private property
Must comply with attached Rec & Park Conditions
Must maintain local/emergency access
No cast or crew parking on area streets

**Please see attached document** F58126GUIDELINES.pdf

**Equipment on Location**

| Type | Quantity |
|---|---|
| Cast/Crew vehicles | 1 |

**Personnel on Location**

| Type | Quantity |
|---|---|
| Cast | 3 |
| Crew | 3 |
| Spot Check | 1 |

**Filming Activities** Camera on sticks; Exterior Dialogue; Handheld equipment;

**Jurisdiction** **Political:** Los Angeles City - Council District 11 **Police:** Los Angeles Police Department **Fire:** Los Angeles City

**Thomas Guide** **Page:** 702 **Grid:** E3

**Approvals** LOS ANGELES CITY DEPARTMENT OF REC & PARKS - FILM OFFICE — Wendy Morales
LOS ANGELES POLICE DEPARTMENT — Gabriel Aleman

**Coordinator Note** Reservation # 37950 (Wendy)

**Parking**

**Base Camp**
Location Type : Filming Location

**Crew Parking**
Location Type : Filming Location

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PARK FILM OFFICE
City of Los Angeles, Department of Recreation and Parks
4730 Crystal Springs Drive, (Mail Stop 664)
Los Angeles, California 90027
Telephone: (323) 644-6220 Fax: (213) 847-6056

# Film Production Guidelines

Welcome to the City of Los Angeles, Department of Recreation and Parks (Department). In our partnership to protect the environmental integrity of our parks the Park Film Office is providing guidelines to ensure a safe and successful film shoot. Please review and provide copies of these guidelines to the appropriate responsible persons. Thank you for the continuous use of our parkland.

- Students ok to film at Westchester Park 11/10/12 & 11/11/12.
- May not film behind any locked gate.
- May not film on any trail.
- Must legally park all vehicles.
- Students must work around park patron activities.
- Please leave area clean after use.
- Cannot interfere, prevent, or clear park patrons from the location of filming.
- May not drive on any park service road or grassy areas unless approved.
- May not block trail at any time.
- Must work around maintenance activities.
- All equipment must be handheld only.
- May not block entrance or exits.
- Must legally park vehicles in parking lot.
- Vehicles and/or heavy equipment are not allowed on turf areas unless prior approval is given by the Park Film Office.
- Production companies must provide their own restroom and trash receptacles. The City dumpsters and trash cans cannot be used so all self-generated trash has to be removed and disposed of off-site.
- Nudity is prohibited and not allowed in any Recreation and Parks facility.
- Film permits do not provide exclusive use of a park or recreation area.
- Service roads, parking lot driveway access, handicap or electric vehicle designated parking stalls may not be blocked or restricted. Emergency vehicle access lanes must be maintained in parking lots and park streets at all times.
- A 20 Foot unobstructed lane must be maintained between parked vehicles/trailers in all parking lots and Recreation and Parks roadways for emergency vehicle access.
- Due to underground plastic irrigation lines and trees having shallow root systems, staking or drilling into turf, rocks, trees or asphalted areas is not permissible unless prior approval is given by the Park Film Office. This approval will be noted in the permitted guidelines.

NOT A PERMIT

- Locked park gates can only be accessed by a Park Film Office Monitor. Security of open gates must be provided by the permitted company. Any equipment that is permitted to stay overnight must be guarded by the permitted company's security group.
- Alterations to natural or manmade surroundings or content of the park are not permissible unless documented in these specific guidelines. The permit holder is financially responsible for all remediation should there be any damage or unauthorized alteration to Department property. The remediation and cost of will be determined by the Park Film Office.
- A Park Film Office Monitor(s) may be assigned to the permitted location. Their job is to ensure guidelines are followed, liaison between park patrons, other City employees and a communication link between Permitee and the Park Film Office for any additional needs or authorizations. When the Park Film Office is closed the Park Film Monitor has the authority and responsibility to modify these guidelines within the parameters given to them by their supervisor. The Park Film Monitor has access 24/7 to contact their supervisors if needed. The Permitee will be required to adhere to the instructions, restrictions and requests given by the Park Film Monitor.
- Smoking is prohibited on all Department properties. An exception has been made for permitted film production companies to smoke in areas that are designated by the Fire Safety Officer or Park Film Monitor. If a Fire Safety Officer or Park Film Monitor is not assigned to the Permitee there will be no smoking with the exception of an actor smoking while performing or as part of the scene.
- A designated smoking area may not be near any patron activity or facility. Large buckets of sand or water must be placed in this area for disposal of tobacco or tobacco related products. The designated smoking area may be revoked or not allowed depending on weather and location conditions. Failure to comply with the smoking restrictions may result in a fine.

**F-58126**

## LOYOLA MARYMOUNT UNIVERSITY / ROBOT (WESTCHESTER PARK)

NO PARK PERMIT